

# ReadySet (Employee Health record) Job Aid to create an account



Click the link below to access your secure and private My Health webpage online.

Follow the instructions to create a username and password.

1. <https://pennstatehealth.readysetsecure.com/rs/>

2. CLICK “New User? Click here to Begin” and follow the instructions.

- You will need the following information:

- o Organizational 4-digit Code: 3468

- o Region: Penn State Health Employee Health

- o Program Type:

- HMC -New Hire (for HMC, COM & APD)

- o HMC = Hershey Medical Center
      - o COM – College of Medicine
      - o APD – Academic Practice Division

- PSH – New Hire (all other locations)

- o Hampden, Holy Spirit, PSH Shared Services, PSH Life Lion LLC., St. Joseph’s and Community Practice Division (CPD)

A screenshot of the PennState Health login page. It features a blue header with the PennState Health logo and name. Below the header is a login form with fields for "Username: \*" and "Password: \*", a "Login" button, and a link "New User? Click Here to Begin" highlighted with a red arrow. There are also links for "Forgot Username?" and "Forgot Password?", and a "Secure" indicator at the bottom.A screenshot of the "Register with ReadySet" page. The title is "Register with ReadySet". Below it is a section titled "Step 1 of 5: Please enter your code and program type to begin." followed by a disclaimer: "This system collects and stores Personal Health Information that is protected by law. To insure that your information remains secure and private, please enter the following to begin creating a unique system identity." Below this is a note: "Please call Employee Health for assistance." The form contains four fields: "Access/Org Code: \*" with the value "3468", "Region: \*" with a dropdown menu showing "Penn State Health Employee He", "Program Type: \*" with a dropdown menu showing "PSH - New Hire", and "Type the code below: \*" with a dropdown menu showing "PSH - New Hire". There is a "refresh Code" button next to the last field. At the bottom are "Next" and "Cancel" buttons.



- Enter LEGAL Name (as used with HR), Date of Birth
  - **\*IMPORTANT** that this is typed correctly
- Use date of birth for Employee ID
- Last 4 of SSN
- **Population Type = NEW HIRE** (important – account will not set up if this is not


### Register with ReadySet



**Step 2 of 5: Please enter the information below.**


First Name: \*

Last Name: \*

Date Of Birth: \*   



Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): 


Last 4 of SSN:  \*  

Population Type: \*  

Home Address: \*

City: \*

State:  \*  

Zip:  \*

correct)

- Next Screen will confirm all information entered

- Select a user name and password
- Be sure to save this information. You will need it later until you actually start.

## Register with ReadySet

**Step 4 of 5: Setup your username and password.**

The Username is what you enter to log-in to the system, along with your password. Usernames must be between 5 and 60 characters

Username: \*

Password must be 8 to 30 characters in length, and must contain at least 1 upper case character, 1 lower case character, 1 number, and one of the following: ! @ # \$ % ^ & \* ( ). Common words or phrases such as: password, admin, manager, ABC, 123, your username, your first or last name, etc. are not allowed.

Password: \*

Verify Password: \*

The email address below will be used if you forget your username or password.

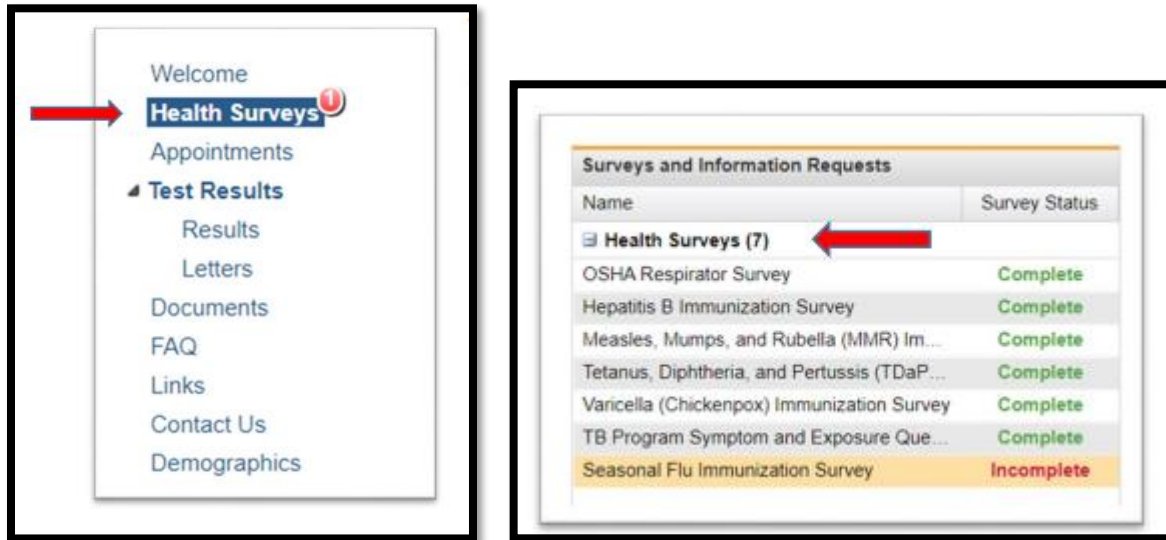
Email Address: \*

Next

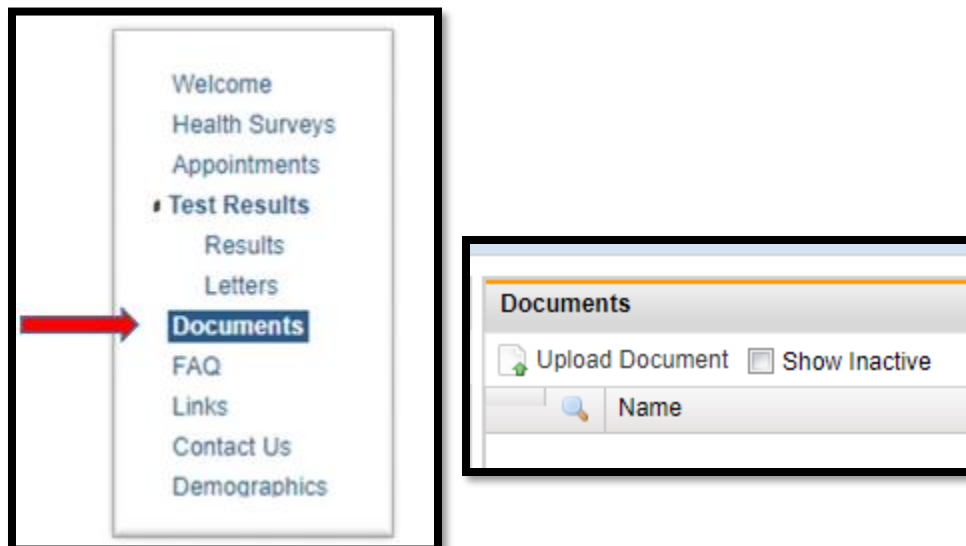
## Complete Assigned Surveys and Upload Immunization Documents

- Click on Health Surveys

- Complete surveys assigned to you



- To provide records to Employee Health
  - Click on Documents
  - Click on Upload Document



- Select File from location on computer or phone
- Document Type Samples:

- COVID Vaccine Documentation
  - Exemption Requests -Medical or Religious
  - Immunization Records
  - Flu Vaccine Documentation
- Upload

**Add Document**

Document To Upload: \*

The following file extensions are allowed: pdf, png, jpg, jpeg, txt, doc, docx, tif, tiff.

Document Type: \*

Document Name: \*

Document Status:

Employee Viewable:

Upload Comment:

Creation Date:

Created By:

Last Updated By:

Last Updated Date:

**Document Type Options:**

- COVID Vaccine Documentation
- COVID Vaccine Exemption - Medical
- COVID Vaccine Exemption - Religious
- CXR
- Declination Flu Vaccine Form
- E-mail
- Employee Health Record
- Employee Health Referral Form for Invasive Incident
- Employee Records
- Flu Vaccine Documentation
- Hep B Signed Sheet
- IGRA document - TB Blood test
- Immunization Record
- INH Documentation
- Initial OHSP

**For technical assistance, please call:  
833-577- HELP (4357)**